(9SAS) identified in this pamphlet. When through the State Agency for Surplus Property public agencies, to receive property donations In addition, public airports may be eligible, as

Federal Aviation Administration (FAA). subject to terms and conditions prescribed by the maintenance of a public airport. Such property is development, improvement, operation, or property essential, suitable, or desirable for the Department of Transportation (DOT) considers the receive donations of surplus property if the State, political subdivision, or municipality may Public airports which are tax-supported by any

Public Airports

purpose senior centers. nutrition services, legal services, and multisuch as social services, transportation services, essential for the general welfare of older people that provide adult day care or other services Programs for the elderly may include programs

property for programs for the elderly. eligible to receive donations of surplus personal Community Services Block Grant Act, may be Economic Opportunity Act of 1964 and the Security Act, or under Titles VIII and X of the amended, under Title IV or Title XX of the Social under the Older Americans Act of 1965, as appropriated for programs for older individuals organizations or institutions, which receive funds State or local government agencies, and nonprofit

Nonprofit Organizations or Institutions State or Local Government Agencies, and

patients, and recovered substance abusers.) residence of homeless parolees, recovered mental and orphans; and half-way houses for temporary shelters for battered spouses, abused children, cause or duration of the homelessness (includes individuals receive assistance, regardless of the around-the-clock shelters where homeless accommodations; and overnight, daytime, and assisted and/or provided sleeping or living

homeless and/or impoverished individuals are directly to shelters and soup kitchens where daycare centers; tood banks which provide tood organizations may include soup kitchens and receive surplus property through donation. Such impoverished people, may also be eligible to tood, shelter, or support services to homeless or ■ Nonprofit, tax-exempt organizations, which provide

community, district, state or region. libraries providing free service to all residents of a Commission; museums attended by the public; and stations licensed by the Federal Communications care centers; educational radio and television persons with mental or physical disabilities; child schools, colleges and universities; schools for health centers, and drug abuse treatment centers; may include medical institutions, hospitals, clinics, ■ Nonprofit educational and public health activities

directly or through research. must be used to aid education or public health, either Sec. 501 of the Internal Revenue Code. The property impoverished, must be exempt from taxation under including programs for the homeless and Nonprofit educational and public health activities,

Activities Nonprofit Educational and Public Health

groups, pueblos, or communities located on state or political subdivisions; and Indian tribes, bands, created by compact or other agreement between state economic development districts; instrumentalities counties, and other local government units and political subdivisions of states, including cities, departments, divisions, and other instrumentalities; Public agencies generally include states, their

seionepA oildu

- Public airports
- Department of Defense (DoD) Educational activities of special interest to the
- Nonprofit and public programs for the elderly

and television stations, museums, and libraries for the disabled, child care centers, educational radio impoverished, schools, colleges, universities, schools centers, programs for the homeless and health centers, drug abuse or alcohol treatment to include medical institutions, hospitals, clinics,

- Monprofit educational or public health institutions
 - Public agencies

Donation Program include: The major categories of eligible participants in the

Eligible Recipients

and other specifically designated recipients. property for donation to nonfederal public agencies General Services to transfer surplus personal related statutes authorize the Administrator of Title 40 of the U.S. Code, Section 549. The act and The basic authority for the donation program is

warranty of any kind.

■ Motor vehicles

■ Medical supplies

Das sənidəsm əəiffO ■

@Clothing

■ Hardware

səonsilqqA -

səildqus

Furniture -

All property is offered on an "as is" basis, without

- dignitaries officials by foreign
- given to Government ■ Gifts and decorations
- electronic equipment Lommunications and
 - zəlitxəT **T**
- Construction equipment
 - eenslqriA
 - Hand and machine tools Boats

Some examples of surplus personal property are: naval vessels, and records of the Federal Government. property except land or other real property, certain Personal property includes all types and categories of

Federal Government. obtain property that is no longer required by the Program enables certain nonfederal organizations to The Federal Surplus Personal Property Donation

About the Program

The Federal Surplus Personal Property Donation Program — Who, What, When, and Where

GSA Regional Offices

National Capital Region District of Columbia.

Montgomery and Prince Georges Counties in Maryland; Arlington, Fairfax, Loudoun and Prince William Counties and the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park in Virginia 470 L'Enfant Plaza East, SW Washington, DC 20407 Phone: 202-619-8968 FAX: 202-619-8947

New England Region Connecticut, Maine,

Massachusetts, New Hampshire, Rhode Island, and O'Neill Federal Office Building 10 Causeway Street, 3rd Floor Boston, MA 02222 Phone: 617-565-7324 FAX: 617-565-7317

Northeast and Caribbean Region

Rico, and Virgin Islands 26 Federal Plaza, Room 20-112 New York, NY 10278 Phone: 212-264-2623 FAX: 212-264-9806

Mid-Atlantic Region

Delaware, Maryland and Virginia (Except Washington DC Metropolitan Area), Pennsylvania, and West Virginia The Strawbridge's Building 20 North 8th Street, 10th Floor Philadelphia, PA 19107 Phone: 215-446-5060 FAX: 215-446-5116

Southeast Sunbelt Region Alabama, Florida, Georgia,

Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee 401 W. Peachtree Street

Atlanta, GA 30365 Phone: 404-331-0040 FAX: 404-331-1877

Great Lakes Region

Illinois, Indiana, Michigan, Minnesota, Ohio, and

230 S. Dearborn Street Chicago, IL 60604-1696 Phone: 312-886-8992 312-886-8996 FAX: 312-353-0827

The Heartland Region

Iowa, Kansas, Missouri, and 1500 East Bannister Road Kansas City, MO 64131 Phone: 816-823-3622 FAX: 816-823-3711

Greater Southwest Region Arkansas, Louisiana, New

Mexico, Oklahoma, and Texas 819 Taylor Street Fort Worth, TX 76102-6105 Phone: 817-978-2949 FAX: 817-978-8738

Rocky Mountain Region

Dakota, Wyoming, Utah, and Colorado

P. O. Box 25506 DFC, Bldg 4 Denver, CO 80225-0506 Phone: 303-236-7700 FAX: 303-236-7544

Pacific Rim Region

American Samoa, Arizona, California, Commonwealth of the Northern Mariana Islands, Guam, Hawaii, and Nevada 450 Golden Gate Avenue San Francisco, CA 94102-3434 Phone: 415-522-3031 FAX: 415-522-3019

Northwest/Arctic Region Alaska, Idaho, Oregon, and

Washington 400 15th Street, SW Auburn, WA 98001-6599 Phone: 253-931-7311 FAX: 253-931-7571

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GSA

GSA Federal Supply Service

The Federal Surplus **Personal Property Donation Program**



Federal Recycling Program

www.gsa.gov/propertydonations

Administration Service Suite 804 reet, GSA Federal S GSA/FSS/FBP 1901 S. Bell Strev Arlington, VA 22

Official Business Penalty for Private Use \$300 Address Service Requested

property is donated through a SASP, the airport must abide by the terms and conditions imposed by the SASP.

All entities designated as eligible recipients may obtain information about eligibility and program requirements by contacting the SASP for the state or territory in which they reside.

Acquiring Surplus Property

- In accordance with the law, SASPs have been established by each State, the District of Columbia, Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, Guam, and American Samoa to distribute personal property designated as surplus by the Federal Government. These SASPs advise applicants of eligibility requirements, procedures to be followed in acquiring Federal surplus personal property, and conditions and restrictions placed on the property.
- Eligible recipients work with the SASP to locate and acquire surplus property. Many SASPs maintain one or more distribution centers to receive property, display it to eligible donee representatives, and process donation transactions. Practically all operate on a selfsustaining basis, by assessing recipients a service charge to cover handling, transportation, and administrative expenses.
- Public airports should contact the appropriate FAA regional office (Attention: Airports Division Chief) or the FAA, Office of Airport Planning and Programming (APP-510), Washington, DC 20591, regarding their participation in the FAAadministered program.

Conditions and Restrictions on the Use of Property

Clear title to donated property is not granted until a specified period of time has elapsed, and the donee has fulfilled all Federal and State restrictions imposed on the property. State restrictions may vary as each SASP is permitted to impose its own terms and conditions above those required by Federal law and regulation. Federal restrictions require that all property be placed into use within the State by the donee within one year of acquisition and be used for

at least one year thereafter. Additional restrictions are imposed by the General Services Administration (GSA) on certain types of property such as: aircraft, vessels, and gifts received from foreign dignitaries. Violations of any of the conditions or restrictions may require return of the property to the SASP or reimbursement of the fair market value if the property is unable to be recovered.

Service Educational Activities (SEA)

These activities are designated as a special category of recipient. They are educational activities of special

interest to the DoD and are generally referred to as Service Educational Activities (SEA).

SEAs and the DoD each have a formal donation agreement that outlines the general terms and conditions for obtaining DoD surplus property and specifies the kind of property that may be donated to the SEA. Only DoD-generated property may be donated to SEAs. When donating DoD property to an eligible SEA, SASPs must observe any restrictions the sponsoring military service may have imposed on the types of property the SEA

A listing of qualified SEA organizations is maintained and distributed by DoD. Certain schools and the following national organizations have been designated as eligible recipients of DoD surplus property:

American National Red Cross 17th and D Streets, NW Washington, DC 20006

Armed Services YMCA of the U.S.A. 6225 Brandon Avenue, Suite 215 Springfield, VA 22150-2510

Big Brother|Big Sister of America 230 North 13th Street Philadelphia, PA 19107

Boys and Girls Clubs of America 771 First Avenue New York, NY 10017

Boy Scouts of America 1325 Walnut Hill Lane Irving, TX 75038-3096

Camp Fire, Inc. 4601 Madison Avenue

Kansas City, MO 64112-1278 Center of Excellence in Education 7710 Old Springhouse Road McLean, VA 22102

Corporation for the Promotion of Rifle Practice and Firearms Safety 6551 Loisdale Court, Suite 714 Springfield, VA 22150

Girl Scouts of the U.S.A. 420 5th Avenue New York, NY 10018-2702 Little League Baseball, Inc.

Post Office Box 3485 Williamsport, PA 17701 Marine Cadets of America, Board of

Directors USN & MC Reserve Center Fort Nathan Hale Park New Haven, CT 06512-3694

Marine Corps League Post Office Box 3070 Merrifield, VA 22116

National Association for Equal Opportunity in Higher Education 2243 Wisconsin Avenue, NW Washington, DC 20007

National Civilian Community Corps 1100 Vermont Avenue, NW Washington, DC 20525

National Ski Patrol System, Inc. 133 South Van Gordon Street, Ste. 100 Lakewood, CO 80228

U.S. Naval Sea Cadet Corps 2300 Wilson Boulevard Arlington, VA 22201

United Service Organizations, Inc. 1008 Eberle Place, SE, Suite 301 Washington Navy Yard, DC 20374-5096

U.S. Olympic Committee 1 Olympic Plaza Colorado Springs, CO 80909-5760

Young Marines of the Marine Corps, National Director P.O. Box 70735, Southwest Station Washington DC 20024-0735

General information concerning the designation of schools or organizations as an SEA can be obtained from the Director, Defense Logistics Agency (DLA-J37), 8725 John K. Kingman Road, Suite 4133, Fort Belvoir, VA 22060-

■ Individual units of national organizations such as the Boy Scouts or Girl Scout troops, Red Cross chapters, etc., should contact their regional or national headquarters for guidance regarding the donation and use of DoD surplus property. Schools with military training programs (e.g., military junior colleges, military institutes, high schools that host a Junior Reserve Officer Training Corps unit or a National Defense Cadet Corps unit, naval honor schools and State maritime academies) should contact their sponsoring military service.

State Agencies for Surplus Property

Alabama

ADECA Surplus Property Division P. O. Box 210487 Montgomery, AL 36121 Phone: 334-277-5866 Fax: 334-223-7320

State of Alaska, Dept. of Administration Division of General Ser 2400 Viking Drive Anchorage, AK 99501 Phone: 907-279-0596 Fax: 907-278-0352

American Samoa American Samoa State Agency

of Procurement American Samoa Government Pago Pago, AS 96799 Phone: 684-699-1170 Fax: 684-699-2387

Arizona State Surplus Property Mgmt. Office Hawaii 1537 W. Jackson Street Phoenix, AZ 85007 Fax: 602-379-4929

Arkansas

Arkansas State Agency for Surplus Property North Little Rock, AR 72118 Phone: 501-835-3111 FAX: 501-834-5240

California

California State Agency Dept.of General Services 701 Burning Tree Road Fullerton, CA 92633 Phone: 714-449-5912 Fax: 714-449-5917

Colorado Colorado State Agency for

Surplus Property Agency 4200 Garfield Street Denver, CO 80216-6517 Phone: 303-370-2160 Fax: 303-320-1050

Connecticut

Connecticut State Agency 165 Capital Avenue, 5th Floor Hartford, CT 06106 Phone: 860-713-5159 Fax: 860-713-7476

Delaware

Delaware Surplus Services Div. of Purchasing P. O. Box 299 Delaware City, DE 19706 Phone: 302-836-7640, ext. 226 Fax: 302-836-7298

District of Columbia District of Columbia State Agency Dept of Administration Services 2100 Adams Place, NE Washington, DC 20018-3627 Phone: 202-576-6472 Fax: 202-576-7111

Florida

Florida Dept. of Management Services Bureau of Federal Property Assistance 4050 Esplanade Way, Bldg. 4040, Suite 360 Tallahassee, FL 32399 Phone: 850-488-4290 Fax: 850-922-6194

Georgia

Georgia State Agency, Support Services 1050 Murphy Avenue, SW, Bldg. 12 Atlanta, GA 30310 Phone: 404-657-8542 Fax: 404-656-7236

Guam

Government of Guam, State Agency for Surplus Property, Dept. of Administration P. Ó. Box 884 Agana, Guam 96932 Phone: 671-477-1725, ext. 47 Fax: 671-472-4217

Hawaii State Agency Surplus Property Office 729 Kakoi Street Honolulu, HI 96819 Phone: 808-831-6757 Fax: 808-831-6786

Idaho

Property P. O. Box 83720 Boise, ID 83720-0070 Phone: 800-722-1629 Fax: 208-334-5320

Illinois

Illinois State Agency for Surplus Property 1924 S. 10 1/2 Street Springfield, IL 62703 Phone: 217-785-6903 Fax: 217-785-6905

State of Indiana, Dept. of Administration Federal Surplus Property 2200 South Tibbs Indianapolis, IN 46241 Phone: 317-260-4203 Fax: 317-260-4201

Iowa Federal Surplus Property Department of General Services 6921 Chaffee Road Des Moines, IA 50315 Phone: 515-953-5747 Fax: 515-953-5767

Kansas Federal Surplus Property 3400 SE 10th Street Topeka, KS 66607-2513 Phone: 785-296-2351 Fax: 785-296-4060

Kentucky

Division of Surplus Property 514 Barrett Avenue Frankfort, KY 40601 Phone: 502-564-4836 Fax: 502-564-2215

Louisiana

Louisiana Federal Property 1635 Foss Drive Baton Rouge, LA 70802 Phone: 225-342-7860 Fax: 225-342-7863

Maine

Maine State Agency Surplus Property Program #95 State House Station Augusta, ME 04333-0095 Phone: 207-287-2923 Fax: 207-287-7861

Maryland

Maryland State Agency for Surplus Property 8037 Brock Bridge Road P. O. Box 1039 Jessup, MD 20794 Phone: 410-540-4066 Fax: 410-799-2725

Massachusetts

Massachusetts State Agency Surplus Property Operational Services Division One Ashburton Place, Room 1017 Boston, MA 02108 Fax: 617-727-4527

Michigan

Michigan State Agency for Surplus Property 3366 Remy Drive Lansing, MI 48906 Phone: 517-335-9105 Fax: 517-335-9559

Minnesota

Minnesota Surplus Services Department of Administration 5420 Highway 8 New Brighton, MN 55112 Phone: 651-639-4024 Fax: 651-639-4026

Mississippi

Mississippi Office of Surplus Property P. O. Box 5778 Jackson, MS 39288-5778 Phone: 601-939-2050 Fax: 601-939-4505

Missouri

Missouri State Agency for Surplus Property 117 N. Riverside P. O. Drawer 1310 Jefferson City, MO 65102 Phone: 573-751-3415 Fax: 573-751-1264

Montana *Montana State Agency for*

Surplus Property 930 E. Lyndale P. O. Box 200137 Helena, MT 59620 Phone: 406-495-6016 Fax: 406-495-6001

Nebraska

Nebraska State Agency for Federal Surplus Property 2700 W. Van Dorn P. O. Box 94661 Lincoln, NE 68509 Phone: 402-471-2677 Fax: 402-471-2769

Nevada

Nevada State Surplus Property Program 2250 Barnett Way Reno, NV 89512-3807 Phone: 775-684-0174 Fax: 775-688-1503

New Hampshire

New Hampshire Federal Surplus Property Program 144 Clinton Street Concord, NH 03301 Phone: 603-271-3239 Fax: 603-271-4026

New Jersey New Jersey State Agency for Surplus Property Division of State Police
Troop C Building 3925 US Highway 1 Princeton, NJ 08540-5790 Phone: 609-452-2601 x 5901/5902

New Mexico New Mexico State Agency for Surplus Property 1990 Siringo Road Santa Fe, NM 87505 Phone: 505-476-1909 Fax: 505-476-1905

New York

New York State Agency Bureau of Federal Property Assistance Building 18, Suite 105 1220 Washington Avenue Albany, NY 12226-1855 Phone: 518-457-1744 Fax: 518-457-5436

North Carolina North Carolina Federal Property Agency

1950 Garner Road P. O. Box 26567 Raleigh, NC 27611 Phone: 919-733-3885 Fax: 919-733-3883

North Dakota North Dakota State Agency for

Surplus Property Igoe Industrial Park, Bldg. 12 P. O. Box 7293 Bismarck, ND 58507-7293 Phone: 701-328-9665 Fax: 701-328-9669

Northern Mariana Islands

NMI State Agency for Surplus Property P. O. Box 11355 Saipan, MP 96950 Phone: 670-664-1500 Fax: 670-664-1515

State of Ohio Federal Surplus Property Program 4200 Surface Road Columbus, OH 43228 Phone: 614-466-6585 Fax: 614-466-1584

Oklahoma

Oklahoma State Agency Oklahoma Property Distribution 3100 N. Creston Oklahoma City, OK 73111-4301 Phone: 405-425-2700 Fax: 405-425-2713

Oregon

Oregon State Agency State of Oregon|Dept. of Adm. Service Federal Surplus Property Program 1655 Salem Industrial Drive, NE Salem, OR 97303-4238 Fax: 503-378-8558

Pennsylvania

Pennsylvania State Agency for Surplus Property 2221 Forster Street, Room G-49 P. O. Box 1365 Harrisburg, PA 17105-1365 Fax: 717-772-2491

Puerto Rico

Puerto Rico State Agency for Federal Surplus Property P O Box 7428 San Juan, PR 00916 Phone: 787-759-7676 Fax: 787-753-6160

Rhode Island

Rhode Island State Agency One Capitol Hill Providence, RI 02908 Phone: 401-222-5801 Fax: 401-222-5798

South Carolina

South Carolina State Agency Surplus Property Office 1441 Boston Avenue West Columbia, SC 29170-2194 Fax: 803-896-6899

South Dakota

South Dakota Federal Property Agency 20 Colorado Avenue, SW Huron, SD 57350 Phone: 605-353-7150 Fax: 605-353-7164

Tennessee Tennessee State Agency Tennessee Department of General Services 6500 Centennial Blvd Nashville, TN 37243-0543 Phone: 615-350-3373 Fax: 615-350-3379

Texas

Texas State Agency Surplus Property Program Director Texas Building and Procurement Commission P. O. Box 13047 Austin, TX 78711-3047 Phone: 512-463-9709 Fax: 512-475-2508

Utah State Agency for Surplus Property 447 West 13800 South Draper, UT 84020 Phone: 801-619-7219 Fax: 801-619-7229

Vermont

Vermont Surplus 50 Packard Road, Suite 2 East Montpelier, VT 05651 Phone: 802-828-3394

Virginia

Virginia Federal Surplus Office 1910 Darbytown Road Richmond, VA 23231 Phone: 804-236-3665 Fax: 804-236-3660 Virgin Islands

Virgin Islands State Agency for

Surplus Property
Sub Base Bldg. No. 1

St. Thomas, VI 00802 Phone: 340-774-0828 Fax: 340-777-8362

WashingtonOffice of State Procurement Surplus Programs 2301 C Street, SW Auburn, WA 98001 Phone: 253-333-4907

Fax: 253-333-4915 West Virginia

West Virginia State Agency for Surplus Property 2700 Charles Avenue Dunbar, WV 25064 Phone: 304-766-2626 Fax: 304-766-2631

Wisconsin State Agency Division Federal Property One Foundation Circle Waunakee, WI 53597-8914 Phone: 608-849-2449 Fax: 608-849-2468

Wisconsin

Wyoming *Wyoming Surplus Property* 2045 Westland Road Cheyenne, WY 82002-0060 Phone: 307-777-7253 Fax: 307-634-5710